

Service Coordination Board (SCB) Meeting Summary

Date: 18 December 2013

Members in attendance:

	Member	In Attendance
AES	John Maclean	√
	Geoff Pile	
ASD	Ju Wang	
	Ali Nassiri	√
XSD	Mark Beno	
	Chris Jacobsen	√
	Jonathan Lang	√
Upgrade Project	Tom Fornek	√
	Mohan Ramanathan	

Also in attendance: R. Torres, S. Davey

Agenda

Review of 20 November 2013 meeting minutes

Review of Open Action Items

Review of projects status summary

New Business

Meeting Summary

The meeting minutes from 20 November 2013 minor corrections have been provided to Donna Ferguson. Minutes were approved.

This report can be accessed through the following link: [APS 1442643](#)

New Action Items

1. No new action items

Open Action Items

1. Work with IT to get a programmer to modify the project proposal system. Notify divisions once this is complete. [Davey] – Open
2. Discuss the IEX project ticket vs scope of project with P. Den Hartog [J. Maclean] – Open
3. Obtain updates on projects 1373 and 1374 from T. Smith [J. Wang] – expected after the first of the year - Open

4. Send email regarding project updates for ASD projects that will not be approved [Davey] – Open
5. Design review evaluation of the re-prioritized projects updates to be sent to R. Torres for inclusion in the Project Report Summary [Pile, Beno, Nassiri] – [ASD responded; AES and XSD still to update] - Open

Agenda Topic Review of Minutes from November 20, 2013 SCB meeting

Nassiri provided minor corrections to the minutes were suggested. These corrections will be incorporated into the final meeting minutes posted on the web.

Agenda Topic Review of Open Action Items

1. Work with IT to get a programmer to modify the project proposal system. Notify divisions once this is complete.
Proposal: If the requestor and all the effort is to come from one division then the proposal will be flagged “internal resources only” Submittal/approval/completed logic and status to remain as is in the current project proposal system (PPS). PPS will be coded to enable the filtering of internal resource projects.
The proposal was accepted.
Is to be given the go-ahead and a process flow diagram for internal resource projects to be generated. [Davey] Open
2. Provide edits to the project proposal system. [Wang, Nassiri, Pile, Beno, Maclean] – no comments received. Closed
3. Review and assign additional D&D effort for Project XSD 482, Instrumentation of 1-ID-E Hutch [Pile] – Lang advised that progress on the project is funding limited. XSD to consider breaking into separate projects to track deliverables/milestones/progress rather than continue with rolling scope creep. Closed
4. Discuss the IEX project ticket vs scope of project with P. Den Hartog [J. Maclean] – Open
5. Obtain updates on projects 1373 and 1374 from T. Smith [J. Wang] – Updates are expected after the first of the year. - Open
6. Send email regarding project updates for ASD projects that will not be approved [Davey] – Open
7. Evaluate and document risk assessment for proposal 1713 (Beam Scraper) [Borland] – Per Nassiri, design review with external reviewers planned - Closed
8. Provide updated information to R. Torres to include in the Project Report Summary [A. Nassiri]- Open
9. Design review evaluation of the re-prioritized projects updates to be sent to R. Torres for inclusion in the Project Report Summary [Pile, Beno, Nassiri] – Nassiri advised that project ASD 1713 will have an external review all other ASD projects will have internal divisional reviews. AES and XSD updates still needed -Open
10. Discuss ASD project proposals with management to determine status of projects [A. Nassiri] – Nassiri provided updated priorities. [Torres to provide changes in priority] closed

11. Dashboard/ summary of the summary/ at a glance ok

Review of Project Status Summary

The format and need for the summarized summary was discussed (the “dashboard”). A number of members of the Board stated that the condensed summary (dashboard/summary of the summary/status at a glance) is a good reference. Preparing the dashboard will be continued.

Updates to the project plan are reflected in the summary below.

[Torres summary of project plan submittals, project updates, projects on hold, and projects completed attached]

New Business

Project 1833 approved and projects 543 and 547 closed

Next Meeting: January 15, 2014, 401/B4100, 11:15